

COMPLIANCE CHECKLIST**► Non Patient Care Support Areas**

Morgue	Medical Records	Linen Services	Engineering Service/
Pharmacy	Central Services	Employee Facilities	Equipment Areas
Administrative & Public Areas	General Stores	Housekeeping Facilities	Waste Processing Services

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000. Applicants must verify project compliance with all the requirements of the Guidelines, Licensure Regulations & Policies when filling out this Checklist, and must include the DPH Affidavit when submitting project documents for self-certification or abbreviated review.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

E = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

W = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

Dates:

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Initial:

Facility Address:

Revisions:

.....

Satellite Name: (if applicable)

DON Identification: (if applicable)

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Satellite Address: (if applicable)

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Project Reference:

Building/Floor Location:

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ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 7.16 ☐ MORGUE
☐ check if service not included in project
☐ Accessible directly from exterior of building
☐ Located to avoid body transport through public areas
- 7.16.A1 ☐ Autopsies performed within facility
7.16.A2 ☐ refrigerated body holding facilities
☐ autopsy room
☐ work counter
☐ storage space for supplies, equipt. & specimens
☐ autopsy table
- or**
- 7.16.B ☐ Autopsies performed outside facility
☐ body holding room
- 7.17 ☐ PHARMACY
☐ check if service not included in project
☐ Located for convenient access, staff control & security
- 7.17.B ☐ Dispensing
- 7.17.B1 ☐ pickup & receiving area
7.17.B2 ☐ reviewing & recording area
7.17.B3 ☐ extemporaneous compounding area
☐ counter space for drug preparation
7.17.B4 ☐ work counters & space for dispensing activities
7.17.B5 ☐ space for temporary storage & restocking of carts
7.17.B6 ☐ Security provisions in dispensing counter area
- 7.17.C ☐ Manufacturing
- 7.17.C1 ☐ bulk compounding area
7.17.C2 ☐ provisions for packaging & labeling
7.17.C3 ☐ quality control area
- 7.17.D ☐ Storage (i.e. cabinets, shelves, rooms or closets)
7.17.D1 ☐ bulk storage
7.17.D2 ☐ active storage
7.17.D3 ☐ refrigerated storage
7.17.D4 ☐ fireproof storage for alcohol & volatile fluids
7.17.D5 ☐ secure storage for narcotics & controlled drugs
7.17.D6 ☐ storage for supplies & equipment not in use
- 7.17.E ☐ Administration
7.17.E2 ☐ poison control, reaction data, & drug info. centers
7.17.E3 ☐ administrative office or area
7.17.E4 ☐ space for patient counseling & instruction
7.17.E5 ☐ multipurpose room for education & training
7.17.F2 ☐ Convenient access to staff lockers & toilets
- 7.17.F3 ☐ Unit dose procedure
☐ check if service not included in project
☐ space for equipment, supplies, packaging, labeling, storage & carts
- 7.17.F4 ☐ Preparation of IV solutions
☐ check if service not included in project
☐ sterile work area with laminar-flow work station for product protection
- ☐ Vent. min. 12 air ch./hr
☐ negative pressure
☐ local exhaust ventilation
☐ low exhaust registers
☐ Handwashing station
☐ Deep sink for washing specimens
☐ Housekeeping service sink or floor receptor
☐ 1 VAC & 1 MA per workstation
- ☐ Temperature control
☐ Vent. min. 10 air ch./hr
☐ negative pressure
☐ local exhaust ventilation
- ☐ Sink
☐ Vent. min. 4 air ch./hr
- ☐ Handwashing station
☐ HEPA filters & pressure gauge at laminar flow work station

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****7.19 ADMINISTRATIVE & PUBLIC AREAS**☐ check if service not included in Project

- 7.19.A ☐ Entrance
 ☐ at grade level
 ☐ sheltered from inclement weather
 ☐ accessible to the handicapped
- 7.19.B ☐ Lobby
- 7.19.B1 ☐ counter or desk for reception & information
- 7.19.B2 ☐ public waiting area(s)
- 7.19.B3 ☐ public toilet facilities
- 7.19.B4 ☐ public telephones
- 7.17.B5. ☐ drinking fountain(s)
- 7.19.C ☐ Interview space
- 7.19.D ☐ Admissions area
- 7.19.D1 ☐ Separate waiting area for patients & accompanying persons
- 7.19.D2 ☐ Work counter or desk for staff
- 7.19.D3 ☐ Wheelchair storage area
 ☐ out of path of normal traffic
- 7.19.E ☐ Offices for business transactions, medical & financial records, & admin. & professional staff
- 7.19.F ☐ Multipurpose room(s) (for conferences & education)
- 7.19.G ☐ Storage for office equipt. & supplies

- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)

7.20 MEDICAL RECORDS☐ check if service not included in project

- 7.20.A ☐ Medical records administrator/technician's office
- 7.20.B ☐ Review & dictation area
- 7.20.C ☐ Sorting, recording or microfilming records
- 7.20.D ☐ Record storage

7.21 CENTRAL SERVICES☐ check if service not included in project

- 7.21.A1 ☐ Soiled workroom:
 ☐ physically separate from other areas
 ☐ workspace for cleaning & initial sterilization of all medical/surgical instruments & equipt.
 ☐ work tables
 ☐ washer/sterilizer decontaminators
 ☐ pass-through doors & decontaminators deliver into clean work area
- 7.21.A2 ☐ Clean assembly/workroom
 ☐ workspace & equipment for terminal sterilization of med/surg equipt. & supplies
- 7.28.B8 ☐ monolithic ceiling
- 7.21.B1 ☐ Storage area for clean/sterile med./surg supplies
- 7.28.B8 ☐ monolithic ceiling
- ☐ Breakdown room for manufacturers' clean/sterile supplies
- 7.21.C ☐ Changing room for staff
 ☐ lockers & showers
- 7.21.D ☐ Storage room for patient care/distribution carts

- ☐ Sinks & flush-type devices
- ☐ Vent. min. 6 air ch./hr
 ☐ negative pressure
 ☐ air exhausted to outdoors

- ☐ Handwashing station(s)
- ☐ Vent. min. 4 air ch./hr
 ☐ positive pressure

- ☐ Vent. min. 4 air ch./hr
 ☐ positive pressure
- ☐ Max. 70% humidity

- ☐ Handwashing station

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****7.22 GENERAL STORES**

- ☐ check if service not included in project
- ___ Central storage area for entire facility, in addition to supply facilities in individual departments
- 7.22.A ___ Off-street unloading facilities
- 7.22.B ___ Receiving area
- 7.22.C ___ General storage room(s)
- ___ min. 20 sf per inpatient
- 7.22.D ___ Storage for outpatient facilities
- ___ min. area = 5% of outpatient facilities total area

7.23 LINEN SERVICES

- ☐ check if service not included in project

- 7.23.B1 ___ Separate room for receiving & holding soiled linen until ready for pickup or processing
- ___ Handwashing station
- ___ Vent. min. 10 air ch./hr
- ___ negative pressure
- ___ air exhausted to outdoors
- 7.23.B2 ___ Central clean linen storage & issuing room(s)
- 7.23.B3 ___ Cart storage area(s)
- ___ separate areas for clean & soiled linen carts
- 7.23.B4 ___ Clean linen inspection & mending room
- ___ space for tables, shelving & storage
- 7.23.C/D ___ Outside laundry processing
- ___ service entrance, protected from inclement weather
- ___ control station for pickup & receiving
- ___ On-site laundry processing room
- ___ commercial eqpt. with adequate capacity
- ___ storage for laundry supplies
- ___ eqpt. arrangement prevents cross-traffic of clean & soiled linen
- ___ convenient staff lounge, lockers, toilets & showers
- ___ Vent. min. 10 air ch./hr
- ___ negative pressure
- ___ air exhausted to outdoors
- ___ Handwashing stations provided in all areas where soiled linen is handled

7.25 EMPLOYEE FACILITIES

- ☐ check if service not included in project
- ___ Separate from medical staff & public facilities
- ___ Lockers
- ___ Lounge
- ___ Toilet room(s)

- ___ Handwashing station
- ___ Vent. min. 10 air ch./hr (exhaust)

7.27 ENGINEERING SERVICE/EQUIPMENT AREAS

- ☐ check if service not included in project
- 7.27.A ___ Room(s) for boilers & mechanical/electrical equipment
- ___ Engineer's office
- 7.27.B ___ file space & protected storage for drawings, manuals & other records
- 7.27.C ___ Maintenance shop for maintenance & repairs
- 7.27.D ___ Storage room for building maintenance supplies
- ___ Storage for flammable items, meeting NFPA codes
- 7.27.E ___ Separate rm for storage, testing & repair of medical eqpt.
- 7.27.F ___ Yard eqpt. & supply storage
- ___ Direct access to exterior of building

7.30.C WASTE PROCESSING SERVICES

- ☐ check if service not included in project
- ___ Facilities for the sanitary storage & disposal of waste

GENERAL STANDARDSDetails and Finishes

- Staff corridors
 - ☐ min. corridor width 5'-0" (7.28.A2)
- ☐ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)
- ☐ Work alcoves include standing space that does not interfere with corridor width
 - ☐ check if function not included in project
- Doors (7.28.A4-A8):
 - ☐ all doors are swing-type
 - ☐ outswinging/double-acting doors for toilet rooms
 - ☐ doors do not swing into corridor
- ☐ Glazing (7.28.A11):
 - ☐ safety glazing or no glazing under 60" AFF & within 12" of door jamb
- ☐ Linen & refuse chutes min. int. dim. 2'-0" (7.28.A12)
 - ☐ check if service not included in project
- ☐ Thresholds & exp. joints flush with floor surface
- ☐ Handwashing sinks anchored to withstand 250 lbs.
- Vertical clearances (7.28.A20):
 - ☐ ceiling height min. 7'-10", except:
 - ☐ 7'-8" in corridors, toilet rooms, storage rooms
 - ☐ sufficient for ceiling mounted equipment
 - ☐ min. clearance under suspended pipes/tracks:
 - ☐ 6'-8" AFF
- Floors (7.28.B4):
 - ☐ floors easily cleanable & wear-resistant
 - ☐ non-slip floors in wet areas
 - ☐ wet cleaned flooring resists detergents
- Walls (7.28.B6):
 - ☐ wall finishes are washable
 - ☐ smooth/water-resist. finishes at plumbing fixtures

Elevators

- ☐ check if service not included in project
- ☐ Min. 1 hospital-type elevator provided for up to 59 patient beds on other than entry level (7.30.A1)
- ☐ Min. 2 elevators provided for 60-200 patient beds, or when beds & services are on different levels
- ☐ Min. 3 elevators provided for 201-350 patients
- Min. interior elevator dimensions
 - ▷ Extensive Construction ▷ Limited Renovations
 - ☐ 5'-8" x 9'-0" (7.30.B2) ☐ 5'-0" x 7'-6"
- ☐ Elevator doors at least 4'-6" w x 7'-0" h clear (A7.30.B2)

Mechanical (7.31.D)

- ☐ Mech. ventilation provided per Table 7.2
- ☐ Exhaust fans located at discharge end
- ☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes
- ☐ Contaminated exhaust outlets located above roof
- ☐ Ventilation openings at least 3" above floor
- ☐ Central HVAC system filters provided per Table 7.3

Plumbing (7.31.E)

- Handwashing station equipment
 - ☐ handwashing sink
 - ☐ hot & cold water
 - ☐ single lever or wrist blades faucet
 - ☐ soap dispenser
 - ☐ hand drying facilities
- Sink controls (7.31.E1):
 - ☐ hands-free controls at all handwashing sinks
 - ☐ blade handles max. 4½" long
 - ☐ blade handles at scrub, clinical sinks min 6" long

Electrical (7.32)

- ☐ All occupied building areas shall have artificial lighting (7.32.D2)
- ☐ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)
- ☐ Emergency power (7.32.H)
 - ☐ emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110
 - ☐ emergency power source provided with fuel capacity for continuous 24-hour operation